



SUPERVISOR OF VOCATIONAL INSTRUCTION
Final Filing Date: APRIL 27, 2006

PROMOTIONAL

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER - Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

EXAMINATION BASE DEPARTMENTAL FOR:

DEPARTMENT OF CORRECTIONS AND REHABILITATION (including Prison Industry Authority)

WHO SHOULD APPLY **COMPETITION LIMITED TO STATE EMPLOYEES**
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former legislative employee meeting the criteria defined in Government Code (GC), Section 18990; OR 2) an exempt employee meeting the criteria defined in GC, Section 18992, as of the final filing date, in order to take this examination. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.

HOW TO APPLY Submit Examination Application (Std. Form 678)

By mail with: **or** **In person with:**
Department of Corrections and Rehabilitation **Department of Corrections and Rehabilitation**
Selection Services Section **Selection Services Section**
P.O. Box 942883 **1515 "S" Street, Room 522-N**
Sacramento, CA 94283-0001 **Sacramento, CA 95814**
(916) 322-2545 **(916) 322-2545**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Selection Services Section.

NOTE: Only applications with an original signature will be accepted.

APPLICATION DEADLINE/ REQUIREMENTS **April 27, 2006** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.

All applicants must meet the education and/or experience requirements for this examination by the final filing date.

TEST DATE It is anticipated that Qualifications Appraisal Interviews will be held during **JULY/AUGUST 2006**.

SALARY RANGE(S) As of: **April 6, 2006**

\$4950 - \$6319

MINIMUM QUALIFICATIONS Possession of a valid regular or provisional credential from among the following issued by the Commission for Teacher Preparation and Licensing:

1. General Administration Credential (Standard Administration Credential). or
2. Secondary School Administration Credential (Standard Administration Credential). or
3. Secondary School Supervision Credential (Standard Supervision Credential). or
4. Special Secondary Vocational Class A Credential with Supervision Authorization in Trade and Industrial and Public Service Education. (Applicants holding this credential must have completed ten semester hours of professional course work pertaining to the organization, supervision, and legal aspects of vocational education, coordination, and school and community relations. These ten semester hours are in addition to the 28 semester hours required for the full-time basic teaching credential and shall be offered by the Division of Vocational Education, located at the University of California, Berkeley and Los Angeles.). or
5. Special Secondary Vocational Class B with Supervision Authorization in Trade and Industrial and Public Service Education. or
6. Secondary School Administration Credential in Trade and Industrial Education. or
7. Standard Supervision Credential in Trade and Technical and Industrial Education.

(Applicants who do not possess the required credential will be admitted to the examination, but must secure the credential before they will be considered eligible for appointment.)

And

Experience: Two years of administrative, supervisory, or teaching experience in an organized vocational training program.

Special Personal Characteristics: Willingness to work in a State correctional facility, tact, patience, and neat personal appearance.

Special Physical Characteristics: Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of inmates. Assignments during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

EXAMINATION
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

Qualifications Appraisal -- Weighted 100.00%

Scope:
Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:**
- 1. Principles, methods, and procedures of vocational school organization and administration
 - 2. Modern teacher training procedures and vocational teaching methods in a correctional school
 - 3. Purposes and organization of State correctional agencies
 - 4. Principles and techniques of educational and vocational guidance and counseling
 - 5. Causes, extent and treatment of crime and delinquency
 - 6. Principles and techniques of clinical and child psychology and sociology
 - 7. Principles of effective supervision
 - 8. The Department's Equal Employment Opportunity objectives
 - 9. A supervisor's role in the Equal Employment Opportunity program and the processes available to meet equal employment objectives
- B. Ability to:**
- 1. Plan, organize, and direct the work of others
 - 2. Plan, coordinate and supervise the vocational instruction program of a correctional institution
 - 3. Develop and maintain vocational curricula adapted to the needs of inmates/wards in a correctional school or institution
 - 4. Administer and interpret standard psychological, educational, and aptitude tests
 - 5. Keep records and prepare reports
 - 6. Exercise fair but firm discipline
 - 7. Analyze situations and data accurately and take effective action
 - 8. Effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment

ELIGIBLE LIST
INFORMATION

A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished **24** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period.

POSITION
DESCRIPTION AND
LOCATION(S)

A Supervisor of Vocational Instruction under direction, plans, organizes, supervises and evaluates a vocational instruction program in an adult or juvenile State correctional facility; maintains order and supervises the conduct of inmates/wards, protects and maintains the safety of persons and property; and does other related work.

Position(s) exist at various institutions throughout the state with the Department of Corrections and Rehabilitation.

SPECIAL TESTING
ARRANGEMENTS

If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.

VETERANS POINTS/
CAREER CREDITS

Veteran's Preference Points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Department of Corrections and Rehabilitation, Selection Services Section, at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

Applications are available at Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department.

The Department of Corrections and Rehabilitation reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

General Qualifications: Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545
California Relay Service for the Deaf or Hearing Impaired: 1-800-735-2929
www.cdcr.ca.gov